# INSTRUCTIONS FOR ALPR HITS

1. When a "HIT" is received on ALPR, verify that the picture of stolen plate matches the ALPR read. If it does NOT match, correct the plate. Dismiss with no action.

2. If there is a match, immediately go into the "BOSS – Back Office System Server" window.

3. Go to the plate/vehicle in question and click on the green "VIEW DETAILS" link, located directly above the date and time information of the "HIT."

4. Look at the NCIC Vehicle Extract boxes below the ALPR read. Box 2 is the problem plate number, while Box 3 is the State of problem plate. Compare the information of Box 2 and 3 to the ALPR photo and plate read.  All must match. **NOTE: YOU MUST BE ABLE TO CLEARLY IDENTIFY THE STATE OF THE ALPR VEHICLE PLATE READ.  IF YOU CANNOT CLEARLY VERIFY THE STATE OF THE PLATE, DISMISS.  NO ACTION.**

5. If all three match you must call the Communications Center closest to where the vehicle in question is located.  Advise Communications that you have an ALPR hit.  Ask them to run the plate and verify there is an actual problem with the plate.  If it is a valid problem immediately search the cameras and locate the vehicle.  Once the vehicle is located on the cameras clearly provide communications the information so they can direct the responding trooper to the vehicle.

6. If Box 2, Box 3, and the ALPR photo and plate read DO NOT match, dismiss. Record the "HIT" on the "HIT" log next to the computer, explaining how the "HIT" was dismissed.

7. Once the situation is resolved communications will send out a VATS notification as to the details and resolution of the "HIT."  If you DO NOT receive a VATS notification within four hours of the event you are to call communications to see if one was completed.

8. At **"NO TIME"** are you to call any troopers, cadets or terminals. Even if communications directs you to.  If communications offers any confusion as to what is needed, **STOP**. No action will be taken. Document the date, time and conversation. Notify your Sergeant or designate of the situations via e-mail.

**NOTE:** Each time a user logs into or off of the ALPR System you will need to re-set the "THRESHOLD" to 15 minutes.  This will allow the "HIT" to remain on the screen for 15 minutes.  To do this you will need to have the "BOSS Operator Panel" open.  Look for

the tab  "CONFIGURATION" and click on it.  You will now be able to adjust the THRESHOLD to 15 minutes.  Click back onto the "DETAILS" tab to observe the reads.